

# Library of California

CALIFORNIA STATE LIBRARY

## REGIONAL LIBRARY NETWORK PLANNING GRANT APPLICATION FY1998/99

**Return**  
**REGIONAL LIBRARY NETWORK PLANNING GRANT APPLICATION**  
**to:**  
**Anne Marie Gold**  
**Library of California, California State Library**  
**P.O. Box 942837**  
**Sacramento, CA 94237-0001**  
**Dates for submittal:**  
**May 1 - 31, 1999**

### REGIONAL LIBRARY NETWORK PLANNING GRANT APPLICATION

1. Regional Library Network Planning Region

#### Region VII

2. Institutions/Organizations for Core Regional Library Network Planning Group

Black Gold Cooperative Library System  
Blanchard Community Library, Santa Paula\*  
California Polytechnic State University <sup>1</sup>  
California Institute of the Arts <sup>1</sup>  
Cate School/McBean Library  
College of the Canyons <sup>1</sup>  
Cuesta College  
Naval Facilities Engineering Service Center  
Oxnard Public Library <sup>1</sup>

San Luis Obispo City/County Public Library  
Santa Barbara School District  
Santa Barbara Public Library  
Santa Barbara Museum of Natural History  
University of CA, Santa Barbara <sup>1</sup>  
Ventura College\*<sup>1</sup>  
Ventura County Library  
Westmont College

To be invited to Core Planning Group  
School Libraries in Ventura and San Luis Obispo Counties

\*Representative is a member of Reforma

<sup>1</sup> forms still in transit to Black Gold at filing date. They will be forwarded upon receipt.

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3. Describe the selection process that was utilized to choose members of Core Regional Library Network Planning Group.

Eight people were selected by the TIE (Total Interlibrary Exchange Multi-type Library Organization) Advisory Board and the Black Gold Administrative Council to represent academic, school, public, and special libraries and the stakeholder organizations, TIE and Black Gold, with geographic distribution to cover each of the counties in Region VII and represent cultural groups at the Planning Grant Application Workshop. During the grant application workshop, the Region VII representatives identified other significant library resources in the region to which invitations to join the Region VII Core Regional Planning Group were issued. In addition, the opportunity to self-nominate was offered to the TIE Advisory Board and the Black Gold Administrative Council.

4. Describe how the planning grant was developed in consultation with the stakeholder libraries in the region.

The planning grant application drafted by the eight attendees at the planning grant workshop was sent out to the full TIE Advisory Board, the Black Gold Council and other libraries in Region VII for comment. A "pre-planning grant application workshop" newsletter was sent to all TIE members and posted on the TIE Home Page. The draft planning grant application was sent to the TIE List Serve and e-mailed to specific individuals for comment. The draft was presented to some individuals in one-on-one meetings. A post-workshop newsletter will discuss the completed grant application and outline the planning process to be undertaken.

5. Describe the process that will be utilized to expand the Core Regional Library Network Planning Group to full group.

At its meeting March 1999, the TIE Advisory Board began work on a Library of California letter and informational packet to be sent to libraries in Region VII as soon as possible. This mailing will include a feedback form asking people about their interest in participating or being informed about the Library of California and Region VII.

The Region VII library community and interested others will be invited to a kick-off event. The invitation and the event will include a feedback form asking people to volunteer for the larger planning group and indicate their preferences regarding level of participation in the full process.

6. How will the Planning Group insure that it is representative of the cultural and geographic diversity of the Planning Region?

Planning communications will contact all potential participants to engender the most diverse mix possible. The Core Regional Planning Group will review the participant lists for cultural and geographic diversity and do follow-up contact with specific people or institutions if a missing component is identified. Focus groups that are to be part of the planning process will specifically involve Native Americans, Hispanic Americans, Asian-Americans, African-Americans and other cultural groups.

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7. Describe the proposed plan of action and timeline for formation of Regional Library Network(s) by Regional Library Network Planning Group.

May 28, 1999

- Completed Planning Grant Application reflecting comments and additional input received by May 14 will be submitted to Anne Marie Gold to meet the May 31 (a holiday) deadline.

June, 1999

Schedule meetings of Core Regional Planning Group, expected to be monthly for 12 months

Develop list of Region VII libraries and other players

Collect and develop background materials to introduce the Library of California & Region VII to the widest audience

July, 1999

Send letter with background materials and response card to list

Plan Kick Off Event and issue invitations

August, 1999

Hold Kick-Off Event (end of August)

Select a Name for Region VII

September, 1999

Do environmental scan and needs assessment (esna) utilizing type of library and geographic proximity focus groups

October, 1999

Analyze data from focus groups (esna)

Do mid-course schedule adjustment as needed

November - December, 1999

Design Regional Network (structure, governance, programs, services) in accordance with data including provision for the governance region to be distinct from the service region which may cross-regional lines

January - February, 2000

Full group review of Network Design via written input, email and area open meetings

Pose and answer question: Shall we continue planning to be a Network Region by ourselves or should we join another Network Region (indirectly suggested by a Library of California Board Committee meeting 4/28/99)

March, 2000

Review and revise Network Design based on input from full group

April, 2000

Get plan approval from Region VII community

Assign tasks: activity development, bylaws development, legal development, etc.

May - June, 2000

Complete tasks

July, 2000

Celebrate Network Establishment

Begin implementation work

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8. Proposed budget and fiscal agent.

The fiscal agent for Region VII is Black Gold Cooperative Library System. A signed Fiscal Agent Agreement is enclosed. The bulk of the Black Gold planning grant will be spent on operations to ensure full communication with and involvement of Region VII libraries.

**PROPOSED BUDGET**

**Regional Library Network Planning Region VII**

Budget Summary:	LoC	Other funds	In-kind	Total
(1)	(2)	(3)	(4)	
a. Salaries & Benefits	\$15,000	\$0	\$80,000	\$95,000
b. Operations	\$25,398	\$2,000	\$6,000	\$33,398
c. Equipment	\$0	\$0	\$0	\$0
d. Total	\$40,398	\$2,000	\$86,000	\$128,398

**NARRATIVE DETAIL**

**a. Salaries & Benefits**

Library of CA = Clerical support, 1,000 hours, limited term temporary

In-kind = 12 meetings @ 5 hours each (3hrs mtg/2hrs travel) for 10-15 people at \$30/hour average and between meeting tasks, consultations, conferences totaling 16 hours per month per person plus donated support staff assistance; donated time will be informally tracked throughout.

**b. Operations**

Library of CA = Staff committee expenses: conference room fees, travel, meals, refreshments; meeting supplies: purchased research materials, notebooks, pencils, flip charts, Power Point software and laptop, video teleconferencing; office expenses: photocopies, postage, extra phone, publication expenses; consultant fees; fiscal agent 10%.

In-kind = donated copying, supplies, phone calls, etc.

**c. Equipment** (more than \$5,000) None anticipated.

**d. Total** = \$128,398 with \$40,398 in grant funds to be expended by June 30, 2000







